



## PROCESS FOR OBTAINING EMS TRAINING COURSE APPROVAL



Contact the Education, Training and Regional Support Section at (360) 705-6716 to obtain a packet of the most current training forms (You may also obtain these from [www.doh.wa.gov/hsqa/emtp](http://www.doh.wa.gov/hsqa/emtp)). Packets includes the Process for Obtaining Training Course Approval, Training Course Application, Course Schedules (for First Responder and EMT-B only) and BLS/ALS Course Completion Verification.



Complete the Training Course Application form in its entirety(DOH form 530-014). Attach the **appropriate** Course Schedule: (First Responder - DOH530-013, EMT-B - DOH form 530-019, Intermediate and ALS courses must develop and include a course schedule based on the curriculum lessons). **Course schedules are required for approval.**



Obtain necessary signatures. Signatures of the County Medical Program Director, as well as the local EMS Council Chair, are required for all courses.



Mail application at least **TWO WEEKS** before course begins to:  
Office of Emergency Medical and Trauma Prevention  
ETRS Section  
P.O. Box 47853  
Olympia, Washington 98504-7853



This office will notify you in writing of course approval or disapproval and will assign a course number specific to that course. The course number should be used on all correspondence regarding this particular course.



After course completion, the BLS/ALS Course Completion Verification form (DOH form 530-008) must be completed with appropriate signatures included. Note: Please indicate on the form whether the student successfully completed the entire course.



Still have questions?



Call the Education, Training & Regional Support Section (360) 705-6716.